



BUILDING PERMIT APPLICATION

BUILDING PERMIT WILL NOT BE WILL NOT BE ISSUED UNTIL ALL REQUIRED ITEMS HAVE BEEN APPROVED.
 CONSTRUCTION SHALL NOT BEGIN UNTIL PERMIT HAS BEEN ISSUED.
 COMMENCING OF CONSTRUCTION WITHOUT A PERMIT WILL BE CAUSE TO IMPLEMENT INVESTIGATION FEES.
 WORK COMPLETED SHALL MEET CODES AND MAY BE SUBJECT TO REMOVAL.

Applicant to complete numbered spaces only:

JOB ADDRESS:				
1	LEGAL DESC.	LOT NO:	BLK:	SUBDIVISION
2	OWNER:		ADDRESS:	
3	CONTRACTOR:		ADDRESS:	
4	ARCHITECT OR DESIGNER:		ADDRESS:	
5	ENGINEER:		ADDRESS:	
6	LENDER:		ADDRESS:	
7	USE OF BUILDING:			
8	CLASS OF WORK: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> REMOVE <input type="checkbox"/> FENCE <input type="checkbox"/> SIGN			
9	DESCRIBE WORK:			
10	CHANGE OF USE FROM:			
CHANGE OF USE TO:				
11	VALUATION INCLUDING MECH. & ELEC. \$ _____		PLAN CHECK FEE: _____	PERMIT FEE: _____
			TOTAL: _____	
12	<p style="text-align: center;">NOTICE!</p> <p>SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING OR AIR CONDITIONING. THIS PERMIT IS NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF AT ANY TIME AFTER WORK IS COMMENCED. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.</p>			
SIGNATURE OF CONTRACTOR OF AUTHORIZED AGENT _____ (DATE) SIGNATURE OF OWNER IF OWNER BUILDER _____ (DATE) SPECIAL CONDITIONS: _____ _____ _____ _____		TYPE OF CONST.	OCCUPANCY GROUP	DIVISION
		SIZE OF BLDG. TOTAL Sq. Ft.	NO. OF STORIES	MAX. OCC. LOAD
			USE: ZONE:	FIRE SPRINKLERS <input type="checkbox"/> Y <input type="checkbox"/> N
		NO OF DWELLING UNITS	OFF STREET PARKING SPACE: COVERED: _____ UNCOVERED: _____	
		SPECIAL APPROVALS	REQUIRED	APPROVED
		ZONING		
		ARCHITECTURAL DIST:		
		SOILS:		
		LANDSCAPE:		
		SITE PLAN:		
		ARCHITECTURAL PLAN:		
		ELECTRIC PLAN:		
PLUMBING/HVAC PLAN:				
UTILITY PERMIT PAID:				
BUILDING PERMIT PAID:				
AVAILABILITY OF SERVICES:		WATER _____	SEWER _____	ELECTRIC _____
PERMIT NO.: _____		SIGNATURE: _____ DATE: _____		

Minimum Standards For Plans Submitted For Review

One complete set of plans and specifications must be submitted with each application for a building permit involving any proposed construction, alteration or addition to any residential building or structure. Two complete sets of plans and specifications must be submitted with each application for a building permit involving any proposed construction, alteration or addition to any commercial building or structure. All plans shall be drawn to scale on substantial paper and shall be of sufficient clarity to indicate the location, nature of the work involved, and show in detail that it will conform to all relevant laws, ordinances, rules and regulations. All plans shall show the name, address, and phone number of the person who prepared them. **Plan size shall not exceed 24 inches by 36 inches. Plans that have been prepared in excess of the maximum size shall be submitted in half-size drawings.**

We reserve the right to allow up to one week for the review of dwelling plans and three weeks for the review of commercial plans.

When submitting plans for an addition, it is often necessary to include not only the addition, but the existing portions of the building as well. Site plans must be included with each application when additional floor area is proposed.

When required by the Building Official, plans and specifications shall be prepared by an architect or engineer registered by the State of Wyoming.

There is a list below intended to be used as a guideline only.

If you have any questions regarding the preparation of plans and specifications, please contact:

City Building Official
1338 Rumsey Ave.
P.O. Box 2200
Cody, WY 82414
(307) 527-7511

1. **Site Plan** Minimum Scale – 1" = 20' or 1/16" = 1'-0"
 - ▶ Show the entire lot drawn to scale.
 - ▶ Complete legal description of the property.
 - ▶ Address (if one has been assigned).
 - ▶ Lot dimensions.
 - ▶ North arrow and directions.
 - ▶ Location of adjacent streets and alleys.
 - ▶ Building setback dimensions.
 - ▶ Location and dimensions of all driveways and approaches.
 - ▶ Location of all steps, terraces, porches, fences, and retaining walls.
 - ▶ Location and dimensions of easements.
 - ▶ Size, location, and material of all water and sewer lines.
 - ▶ Location and size of water meters
 - ▶ Off-street parking areas.
 - ▶ Unique topographical features, if any.
2. **Floor Plans** Minimum Scale – 1/8" = 1'-0"
 - ▶ Fully dimensioned floor plan of each floor and basement, including all attached porches, garages, carports, etc., including room dimensions and approximate area of each room in square feet.
 - ▶ Foundation plan.
 - ▶ Direction, size, and spacing of all floor and ceiling framing members, girders, columns, and piers.
 - ▶ Location of all permanent partitions. Show the location and size of doors and windows and the directions of swing.
 - ▶ Location and size of all permanently installed equipment such as kitchen cabinets, closets, plumbing fixtures, water heaters, etc.
 - ▶ Location of all electrical fixtures such as switches, outlets, disconnects, and smoke detectors.
3. **Elevations** Minimum Scale – 1/4" = 1'-0" (except the main elevations which contain no details. Minimum scale – 1/8" = 1'-0")
 - ▶ Front rear and side elevations
 - ▶ Location and size of all windows and doors. Indicate the size unless separately scheduled or shown on the floor plan. Note windows approved for emergency escape.
 - ▶ Finished grade lines at buildings.
4. **Details** Minimum Scale – 3/8" = 1'-0"
 - ▶ Section through exterior wall showing all details of construction from footings to highest point of the room. Where there is more than one type of wall, show each type.
 - ▶ Section through any portion of the building where rooms are situated at various levels of where finished attic space is proposed. (1/4" = 1'-0" scale may be used.)
 - ▶ Section through stair wells, landing and stairs, including headroom clearances and surrounding framing.
 - ▶ Sections and details of all critical construction points or special structural items.
 - ▶ Details of any fire-resistive construction.